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SECURITY INFORMATION

SURVEY OF THE OFFICE OF TRAINING August 1953

Appendix IV
EXTERNAL TRAINING REQUIREMENTS (FY 1954 FY 1955)

SE-OTR-03-A

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COLLATION OF
EXTERNAL TRAINING REQUIREMENTS

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13 June 1953

MEMORANDUM FOR THE DIRECTOR OF TRAINING

THROUGH THE DEPUTY DIRECTOR OF TRAINING (GENERAL)

SUBJECT : Agency Training Requirements for Fy 1954 and Fy 1955

REFERENCES: A. Memorandum to Office Heads and Staff Chiefs from D/TR; subject, Training Requirements for Fy 1954 and Fy 1955, dated 29 April 1953. (Attached hereto at Tab Ref.)

B. Office Responses to O/TR Request for Training Requirements. (Attached hereto in separate folder.)

1. Attached hereto (under Tab A) is a compilation of Agency training requirements for Fy 1954 and Fy 1955. This compilation is based upon Reference B., and consists of three summary sheets and breakdown sheets, enclosures 1-11, for each category of training program.

2. The compilation is preliminary and provisional. Follow-up action will be required through the Training Liaison Officers to clarify some of the requirements and make them precise enough to translate into costs for budget and into programs for planning purposes. This action will be undertaken initially at the three group TLO meetings scheduled for 15 and 16 June.

3. In collaboration with the Chiefs, Programs Division, Language Services Division, Management Training Division, and with the Support Staff, S/PP will use the compilation to arrive at the TR(G) budget estimate and to develop training programs to meet the requirements submitted. Copies of the compilation are being furnished to Division Chiefs of TR(G) and Support Staff for these purposes.

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[redacted]
Chief, Plans & Policy Staff

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